

# PERMIT APPLICATION CHECK SHEET

City of Leesburg enforces 2014 5<sup>th</sup> Edition FBC (Effective 06/30/2015)

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COMPLETED APPLICATION WITH NOTARIZED SIGNATURES

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CONTRACTOR INFORMATION, INCLUDING SUB-CONTRACTORS

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POWER OF ATTORNEY (For anyone other than the license holder)

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2 SETS OF PLANS – SIGN AND SEALED (including site plan)

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1 DIGITAL COPY OF ALL PAGES OF PLANS **(in PDF format)**

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LEGAL DESCRIPTION ON APPLICATION (or attached property record card)

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VERIFICATION OF OWNERSHIP (property record card, deed or tax bill)

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RECORDED NOTICE OF COMMENCEMENT (Required for job cost over \$2,500, for Mechanical permits over \$7,500)

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**\*\* IF APPLICABLE TO PROJECT \*\***

2 SETS EACH OF TRUSS ENGINEERING, DUCT LAYOUTS, GAS SCHEMATICS, AND ENERGY CALCULATIONS.

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PLAN REVIEW FEE DUE AT TIME OF SUBMISSION OF THE APPLICATION. (see fee schedule to calculate)

Minimum payment of at least the plan review fee is due at the time of submission of the application.

See Building Fee Schedule